



Town of Concord Building Division and Zoning Enforcement

141 Keyes Road

Concord, Ma 01742

Phone: 978-318-3280 Fax: 978-318-3281

www.concordma.gov

IMPORTANT INFORMATION BEFORE YOU APPLY FOR A BUILDING PERMIT

The office staff will be glad to answer any questions you may have with this process

Prior to applying for a Building Permit, you should first obtain approval from one or more of the Following divisions, if applicable:

1. Natural Resources & Conservation: 978-318-3285 ☐
2. Board Of Health: 978-318-3275 ☐
3. Planning: 978-318-3290 ☐
4. Historic District: 978-318-3299 ☐

All department web sites can be visited at www.concordma.gov

Building Permit Checklist

1. Building permit application- Completed and signed by Homeowner ☐
2. Insurance form –completed and signed ☐
3. Certificate of Insurance Liability ☐
4. Copy of Contract ☐
5. Copy of Contractor's License (HIC and CSL, if applicable) ☐
6. Copy of the recorded Planning or Board of Appeals Decision, If applicable ☐
7. Board of Health Approval ☐
8. Fire Department stamped plans (commercial), if applicable ☐
9. Preliminary affidavit forms Architect/Engineer (construction control For buildings over 35,000CF), if applicable, for controlled construction ☐
10. Two sets of Plans, stamped and signed, if applicable By Architect/Engineer ☐
11. Concord has adopted the Stretch Code as of 1/1/11- Please see links On the Concord web site for compliance or visit ☐
Energy code information at www.mass.gov-Buildings/BBRS
12. Location of Life Safety and Fire Protection systems and heating and storage areas ☐
13. Schedules, legends, and/or detailed doors, windows, and related material ☐
14. Historic District approval attached, if applicable ☐
15. White Pond Advisory Approval for all exterior work ☐

INSTRUCTIONS FOR FILING AN APPLICATION FOR BUILDING PERMIT

Building Permits will be issued to the property owner.

The following information **MUST** be shown on the documents (drawings) submitted with the Building Permit application.

1. Determine if a certified plot plan is required for **ZONING** purposes and submit with application: *The Zoning Bylaw can be viewed at www.concordma.gov*
2. **Foundations:**
 - a. Size, spacing and depth of footing and foundation walls
 - b. Size and spacing of all sonotubes
 - c. Size and spacing if reinforcing if required or provided
 - d. Thickness of all floor slabs on grade
3. **Frame:**
 - a. Size, Spacing and spans for all major beams NOTE: All Structural steel framing and/or LVL's must be Engineered by an Architect or Professional Engineer Licensed by the Commonwealth of Massachusetts
 - b. Size, Spacing and Spans for all floor and ceiling joists
 - c. Size and Spacing for all wall studs, including bracing
 - d. Size, Spacing and Spans for all roof rafters and ties
 - e. Size of all structural plywood or boards
4. **Exterior Building Elevations**

OTHER PERMITS/INFORMATION REQUIRED

1. Location of Life Safety and Fire Protection systems and heating and storage areas (smoke detectors, carbon monoxide and heat detectors)
2. Schedules, legends, and/or detailed doors, windows, and related material
3. Details for all woodstoves, fireplace, gas stoves, etc.
4. An Electrical Permit must be filed by the licensed electrical Contractor
5. A plumbing Permit must be filed by the licensed Plumbing Contractor